

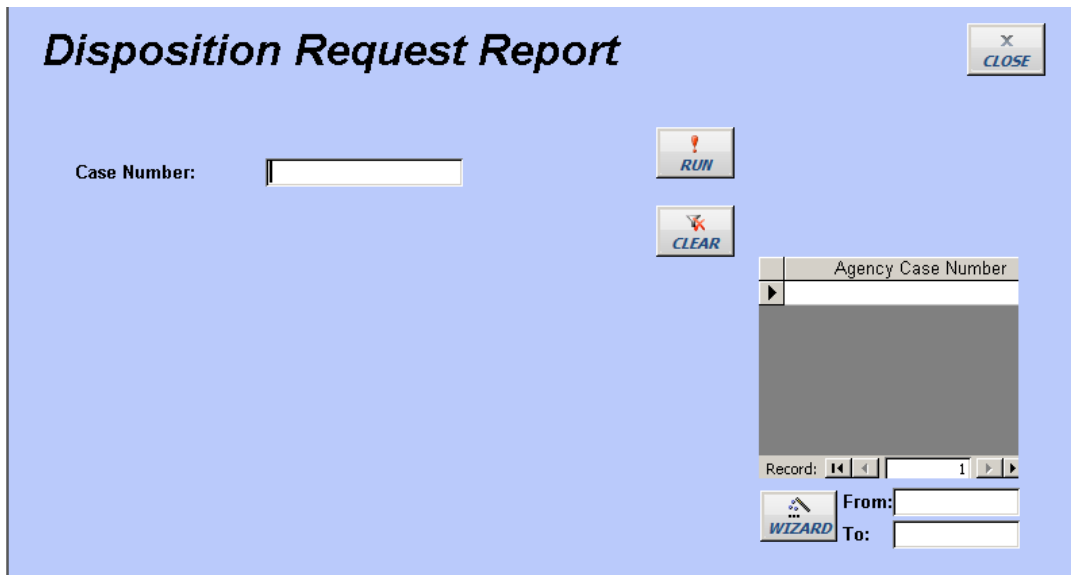
EV RELEASE Disposition WCSO Evidence

A. SCOPE

Dispositioning WCSO Evidence usually starts with receiving *Evidence Release Sheets* from the Washoe County District Attorney. These *Evidence Release Sheets* start the process for the release of property e.g. to the owners, forfeiture, or county purchasing. Evidence release sheets received from the DA's office with an agency other than WCSO will be return to the DA's office. Occasionally, a deputy will directly request the release of evidence/property or a member of the public will inquire about the release of their property. These events also trigger the start of the authorization to release process. Evidence or property from another agency will not be permanently released to anyone other than the submitting agency by Washoe County Evidence.

B. PREPARING THE DISPOSITION AUTHORIZATION FORM

- B.1 If a Release is received with a number other than a case number send the release paperwork back to the District Attorney's Office supervisor. The paperwork must be returned with a case number.
- B.2 Select *Disposition Request Report* from the *Evidence Main Menu*.



- B.3 If a single case number is being processed, enter that case number in the *Case Number:* box on the left side of the screen.
 - B.3.1 Select the *Run* Icon.
 - B.3.2 Disposition sheets will print out
 - B.3.3 Select the *Close* icon.
- B.4 If multiple case numbers are being processed, enter the case numbers in the box on the right side of the screen.
 - B.4.1 Select the Enter key after each case number. A new blank entry field will appear.

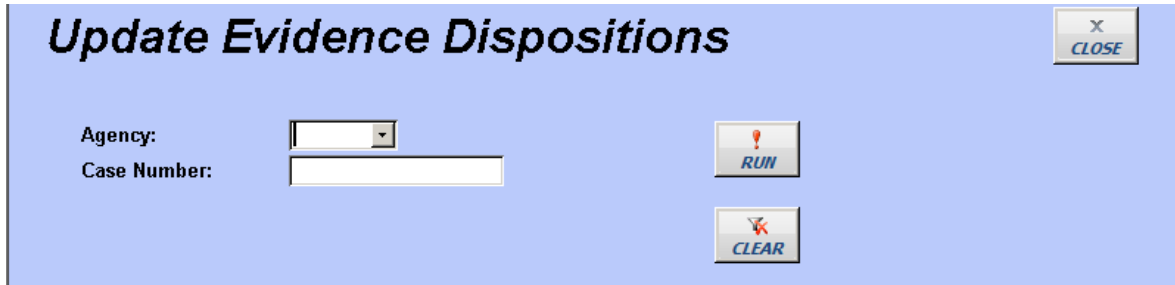
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- B.4.2 Select *Run* icon (if *Close* is selected, all information that was entered will be lost).
- B.4.3 Disposition sheets will print out.
- B.4.4 Select *Close* icon
- B.5 Attach the disposition sheets to the corresponding DA sheet.
 - B.5.1 The DA sheets that don't print a disposition sheet have no evidence; send these sheets directly to WCSO Records.
 - B.5.2 If the disposition sheets only contain film; [See Dispositions With Film Only](#) and follow those steps.
- B.6 Log the disposition sheets on the tracking spreadsheet.
- B.7 Forward the disposition sheets to the department that will authorize the disposition (Patrol, Detective...). The disposition sheets will be sent to the department with the highest ranking deputy in the case (i.e.: Administration, Detectives, Patrol, SSS).
 - B.7.1 Note: All weapons dispositions should go to the Lieutenant in SOD responsible for verifying the person receiving the weapon is not prohibited from receiving or possessing the weapon
 - B.7.2 Note: All old CNU (Consolidated Narcotics Unit 2004 and prior) cases should go to Sgt. Wade Mullen.

C. RECEIPT OF DISPOSITION FORM FROM AUTHORIZING PARTY

- C.1 After receiving the Dispo Request Reports back from the authorizing party (Detectives, Patrol...), log their return into the tracking spreadsheet.
- C.2 Enter the disposition codes per the property receipt / release to print.
 - C.2.1 Send any forms that have not been completed back to the authorizing division / person with a note "Please Complete".
- C.3 Review the Dispo sheets and check for PL numbers and DIMS numbers.
 - C.3.1 PL numbers are Photo Lab film numbers. Follow procedure: [Disposition with Photographs Only](#).
 - C.3.2 DIMS numbers are digital film numbers. Follow procedure: [Disposition with Photographs Only](#).
- C.4 In *Evidence Main Menu* select the *Update Evidence Dispo* Icon.

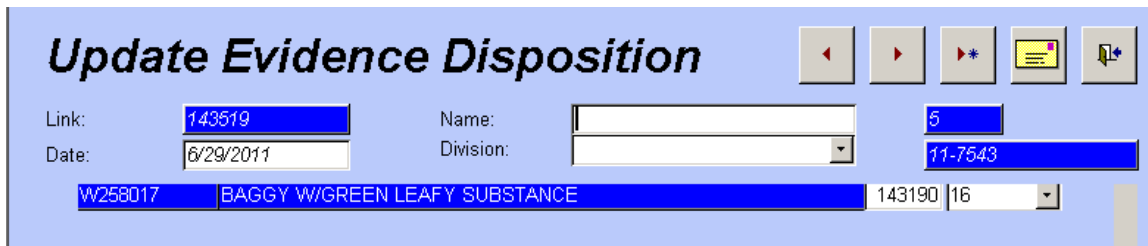
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C.5 Enter *Agency* code from the drop down list.

C.6 Enter *Case Number*.

C.7 Select the *RUN* icon.



C.8 Enter the name of the authorizing person in the *Name* field.

Note: If the signature is illegible enter the person's commission number or contact Records to obtain the officer's name from the case report.

C.9 Enter the disposition code in the last field on the right for the control number to dispo. Select the dispo code from the drop down screen.

C.10 Close the screen by clicking on the door icon.

C.11 If you happen to release evidence in error follow the procedure under "[Retrieving to Current a Control Number \(Un-Release\)](#)".

C.12 The Release sheets will print out; staple the release sheets to the Dispo sheets.

C.13 Separate the sheets by type of evidence and place them into the appropriate bins for pulling as time allows.

C.13.1 Drugs only

C.13.2 Firearms only

C.13.3 General Evidence (these may contain a mix of items)

C.13.4 Bicycles only

C.13.5 Cellular Telephones and Chargers

D. SPECIAL CONSIDERATIONS

D.1 Occasionally a request from the Drug Enforcement Agency (DEA) will be made for the destruction of drugs under a DEA case number that has been tested here. The above

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procedure remains the same only the Dispo Request Report may be signed and sent to Evidence via fax.

- D.2 If a disposition report states "release to DMV" for license plates enter disposition code 11 and return the license plates to the Department of Motor Vehicles.

E. PROPERTY RELEASE TO COUNTY

- E.1 All property released to County that is not broken will be added to the County Purchasing Inventory Transaction Form. The form will be sent to County Purchasing for inclusion into the County auction. All property broken may be discarded in appropriate waste receptacles.
- E.2 All property released to County with internal memory storage will be sent to Tech Services to be erased before being sent to County auction. Track these items on a separate Inventory Transaction Form.
- E.3 Make arrangements to have a work crew to move items for auction to the County storage facility.

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